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~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 19 November 1959

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 44
12 November - 17 November 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. I received an exploratory inquiry from []
as to the feasibility of the five FE employees now taking in-

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In the spring IAS can prepare a meaningful report on each trainee's progress and a prediction on the capability of each individual to profit by additional instruction. Then OTR can re-examine needs and justification in each case. This made sense to Larry, and he is interviewing the five to get an expression of interest from each of them before approaching his Career panel.

3. There has been an expression of interest from OO/C in proposing a candidate for Detachment R. SR has also inquired; they are pleased with their Detachment R graduates. We still have a foot in the door at D/A in case we need it.

DDS

25 YEAR RE-REVIEW

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DD5 { 4. We are pleased to see daylight toward a workable solution in tutorial cases like those proposed by [redacted]. Until there exists a positive prerequisite within DD/P of attained language proficiency prior to overseas assignment it seems we should do as much as we can as economically as possible in exposing personnel to what the supervisor deems as needed language training. If LAS can create a sizeable "stable" of tutors to draw from, we can materially reduce Berlitz and Sanz requests and expend less funds for more reliable instruction. F

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Some idea of the magnitude of this problem and its public relations effect -- last week we received 12 requests for external language training; none of these will be handled by LAS in internal courses yet eight are for tutorial training.

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6. Tuesday morning [redacted] and I attended a TSS briefing on training concepts, objectives, and specific courses, followed by a tour of TSS training facilities in the R&S Building. The brief talks given by [redacted] Chief, TSS Plans and Training Group; and [redacted] TSS Training Officer, were forceful and informative. TSS facilities are much improved.

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DD5 7. I have been increasingly aware of a need for OTR to become better informed on the various courses presently being conducted on the RCA 501 EDP System. There are now three of these courses, with others being contemplated, affecting a sizeable number of Agency employees. I suspect that our relative isolation from these programs stems from a certain vagueness in the division of responsibility between the Management Staff and the Office of the Comptroller for the installation of the RCA 501 EDP System.

8. Coordination with all components of OTR on the proposed revision of Regulation [redacted], "Publication of OTR Material", was completed quite rapidly and we should have this internal directive ready for issuance within the next few days.

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9. We are requesting 12 spaces from the Air Force in the Ballistic Missile Orientation Course conducted in Los Angeles for the period January to June 1960.

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10. The Information Branch has received course schedules from all Schools and from TSS and is in process of checking the whole picture for possible conflicts before preparing the full text for publication in December. There will be two headquarters editions: one to show our four schools and TSS; a second will be a truncated version showing only the Intelligence School, Language and Area School and SIC.

11. The November-December Bulletin copy should be ready for the Printing Services Division by the end of Friday, 20 November.

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12. [] returned to work Monday on a part-time (c. 3/4 day) basis. She did not report, however, on Wednesday, under advice, because of the suddenly frigid temperature that settled in the wing.

13. During the week 12 November - 17 November 1959, 843 persons were enrolled in OTR conducted training:

303 enrolled in 53 classes (9 languages) voluntary
214 enrolled in 45 classes (15 languages) internal
154 enrolled in 7 Intelligence School courses
45 enrolled in 4 Operations School courses
21 enrolled in 1 SIC course
7 from other Government agencies
20 Dependents
79 Junior Officer Trainees

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*We have received a list of
18 names for Intro to Overseas Effectiveness.
(There is a name similarity which suggests
one duplication)
Until now, we have given sheets on 6 only.*

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